

**Personal Computer (PC)
Headquarters Enterprise Messaging Initiative (HEMI)
Outlook Calendar**

User Guide Version 1.1



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About this Guide

This guide is designed to help personal computer (PC) users become familiar with Headquarters Enterprise Messaging Initiative (HEMI) Outlook Calendar; it provides step-by-step instructions for PC users.

HEMI Outlook Calendar Overview

Getting Started

The calendar is an integral part of Outlook. When you invite people to attend your meeting, Outlook will send out the email invitations for you. If recipients accept the request, Outlook will schedule it on their calendar for them. The Outlook Calendar has several different views for you to choose from.

Create and Color Code Appointments

Appointments may be color coded on your calendar to help you distinguish various types of appointments.

1. In Calendar view, click on the New Appointment button
2. Fill out the appointment window by filling in the date, time, description, and location of your appointment
3. Choose the Label drop down menu and select a color
4. Click the Save and Close button once you have finished

Invite People to a Meeting

1. Click on the New Appointment button
2. Click on the Invite Attendees button
3. Click the To button and select your guests
4. Choose Required or Optional for each guest
5. Click OK to return to the appointment window
6. You may compare the schedules of the attendees by clicking on the Scheduling tab
7. After filling out the details of the meeting, such as subject and location, click the Send button to send the email invitation to the attendees

Share My Calendar

Sharing a calendar is similar to proxy rights in Meeting Maker. If you want to give someone the ability to open and view your calendar, you have to give them permission to do so.

1. Under My Calendars in the left pane, click the Share my Calendar link
2. Click the Add button
3. Select the name of the person you would like to give permission to
4. Select the Permission Level
5. Click the OK button

Open a Shared Calendar

After someone has given you permission to view their calendar, while in Outlook, you will need to open their calendar.

1. Under My Calendars in the left pane, click the Open a Shared Calendar link
2. Click the Name button
3. Select the name of the person whose calendar you would like to open

4. Click the OK button

You may view more than one calendar simultaneously, or view one calendar at a time, by adding or removing check marks next to the calendar's name

Create a Contact

The contacts feature is similar to an address book. You may send an email to a contact and get a map of their location. You may also create distribution lists in order to send emails to a group of people.

1. In Contacts view, click the New button
2. Fill out all fields
3. Click the Save and Close button

You may forward a contact to another Outlook user via email. From an open email, select attach, choose item, choose contacts, and select the name of the contact to be sent.

Delegate Access

Delegate access grants another person permission to manage your E-mail, Calendar, Contacts, Tasks, Notes, or Journal on your behalf. Delegates can have Editor, Author, or Reviewer permissions.

Author Permissions

With Author permissions, the delegate may read and create items, modify and delete items the owner creates, and send items on behalf of the owner. For example, a delegate may create task requests and meeting requests directly in the owner's Task or Calendar folder, and then send either item on the owner's behalf.

Editor Permissions

With Editor permissions, the delegate may do everything the Author permission grants, plus modify and delete the items the owner created.

Reviewer Permissions

With reviewer permissions, the delegate may read items only.

Calendar Delegation

Delegating calendar access to another person gives that person access to your meetings.

How to Grant Delegate Access

1. On the Tools menu, click Options, and click the Delegates tab
2. Click Add
3. Type the name for your delegate or select it from the Name list
4. Under Add Users, click Add ->, and then click OK
5. The Delegate Permissions dialog box should appear. You may accept the default permissions or you may set your own permissions

To Send Meeting Options to a Delegate Instead of Yourself

1. On the Tools menu, click Options, and click the Delegates tab.
2. Select the delegate's name you want to receive the meeting notifications.
3. Select the Send meeting requests and responses only to my delegates, not to me check box.

To Open and View a Shared Calendar

1. On the Go menu, click Calendar. Click Open a Shared Calendar in the Navigation pane.

2. Show or hide the calendar by selecting or clearing the calendar's check box under Other Calendars.

To Setup a Meeting for Someone Else

1. On the Go menu, click Calendar.
2. Under Other Calendars, select the check box for the person's calendar for which you are to setup a meeting.
3. In the other person's calendar, select the desired time period for the meeting.
4. Right-click the selected area and click New Meeting Request.
5. Add the details for the meeting and type or select the names of the people you would like to invite.
6. Click Send.

To Share your Email Mailbox on the Server

1. On the Go menu, click Mail, and right click the mailbox.
2. Click Sharing.
3. On the Permissions tab, click Add.
4. Type the name of your delegate or select it from the Name list. Click Add->.
5. Click OK to add the name to your permissions list.
6. On the Permissions tab, next to Permission Level, select the desired permissions.

To Share a Folder

1. In Folder List, right-click the folder you want to share, and click Sharing.
2. Click Add. Type or select a name, add it, and select the permission level for the folder.

To Open and View Another Person's Inbox

1. On the File menu, point to Open, and click Other User's Folder.
2. In the Folder Type box, select Inbox.
3. In the Name box, type the name or click the button to select the name from a list.
4. Click OK to open the other person's Inbox

DEFINITIONS – APPOINTMENT / MEETING / EVENT

APPOINTMENT

An appointment is an activity that you schedule in your calendar that does not involve inviting other people or reserving resources. You may set reminders for your appointments. You may also specify how your calendar looks to others by designating the time an appointment takes as busy (busy: Blocks of time that are marked busy appear with a solid availability indicator and are shown as unavailable when other people view your Calendar.), free (free: Free time appears with a clear availability indicator and is seen as available when others view your Calendar. An appointment of zero duration, while visible in the selected block of time when viewing days, shows as free time to others), tentative (tentative: Blocks of time that are marked tentative appear with a striped availability indicator and are shown as available when other people view your Calendar), or out of office (out of office: Blocks of time marked out of office appear with a solid availability indicator and a shaded appointment background, and they are shown as unavailable when other people view your Calendar). You may schedule recurring (recurring: Items that occur repeatedly. For example, an appointment or task that occurs on a regular basis, such as a weekly status meeting or a monthly haircut, may be designated as recurring appointments. You may view your appointments by day, week, or month.

You may schedule an appointment in your own calendar, and others may give you permission to schedule or make changes to appointments in their calendars.

MEETING

A meeting is an appointment you invite people to or reserve resources for. You may create and send meeting requests and reserve resources (resource: A room, computer, or any equipment needed at a meeting. You may look up a resource's availability, compare its schedule to yours, and block out time in its Calendar. You invite resources to your meetings the same way that you invite people) for face-to-face meetings or for online meetings. When you create a meeting, you identify the people to invite and the resources to reserve and you pick a meeting time. Responses to your meeting request appear in your Inbox. You may also add people to an existing meeting or reschedule a meeting. You may also add people to an existing meeting or reschedule a meeting.

EVENT

An event is an activity that lasts 24 hours or longer. Examples of an event include a trade show, the Olympics, a vacation, or a seminar. Usually, an event occurs once and may last for one day or several days, but an annual event, such as a birthday or anniversary, occurs yearly on a specific date. Events and annual events do not occupy blocks of time in your calendar; instead, they appear in banners (banner: Event or holiday name that appears at the top of the dates you specify in Calendar. A banner may span multiple days. Items in banners are marked as free time and are represented by the color white when you view your Calendar). An all-day appointment displays time as busy (busy: Blocks of time that are marked busy appear with a solid availability indicator and are shown as unavailable when other people view your Calendar) when viewed by others, while an event or annual event displays time as free (free: Free time appears with a clear availability indicator and is seen as available when others view your Calendar. An appointment of zero duration, while visible in the selected block of time when viewing days, shows as free time to others).

Meeting Request Do's and Don'ts

Make a Choice

Accept, accept as tentative, or decline each meeting request that you receive, especially if it is an update to a meeting request that you previously accepted. By making a choice, you keep the meeting organizer apprised of your decision and you prevent the meetings that you want to attend from being accidentally deleted. If you need to attend a meeting but cannot attend at the time it is scheduled, you may propose a new time for the meeting.

Try not to delete a meeting request outright because this is one way that meetings get "lost."

Send Updates

After modifying one of your own meeting requests, remember to click Send Update to send the updated request to all recipients.

Send Cancellations

If you need to cancel a meeting, it is considerate to notify the people you invited. Delete the meeting from your calendar, click Send cancellation and delete meeting, and then send the cancellation to everyone you invited.

Keep Meetings from Vanishing

If you run Outlook on two computers and accept a meeting while using one of them, don't delete the meeting request from the Inbox on the other computer. If the request is still there, accept it again. Deleting a request on one computer after accepting it on another computer may cause the meeting to disappear from your calendar.

Process Meeting Requests and Updates from the Inbox

Always accept or decline a meeting request from your Inbox. Yes, Outlook allows you to accept or decline a meeting from its time slot on your calendar, but that may leave the meeting request in your Inbox.

Leaving the meeting request in your Inbox might confuse you later and definitely leaves any delegates (delegate: Someone granted permission to open another person's folders, create items, and respond to requests for that person. The person granting delegate permission determines the folders the delegate may access and the changes the delegate may make.) you appointed wondering about whether the meeting was accepted.

Keep your Meeting Notes Separate

As a meeting attendee, avoid adding your own private notes to the body of a meeting request in your calendar. If the organizer updates the meeting, your notes are lost.

Don't move meeting requests Don't move a meeting request from your Inbox to a different folder before you accept or decline the request or before the meeting appears in your calendar.

Sniffer

Soon after a meeting request arrives in your Inbox, a piece of Outlook code — nicknamed the "sniffer" — automatically adds the meeting to your calendar and marks it as tentative. This is a fail-safe to keep you from missing the meeting in case you don't see the request in your Inbox. However, the sniffer doesn't reply to the meeting organizer. You still need to do that by accepting, accepting as tentative, or declining the request.

If you or a rule that you create moves an incoming meeting request from your Inbox before the sniffer may process the request, the meeting never appears in your calendar, and you might miss the meeting. May Adrienne come, too? If you receive an invitation for a meeting and believe someone else should also attend it, instead of forwarding the meeting request to that person, ask the meeting organizer to add that person to the attendee list, and then to send everyone an updated meeting request. This avoids surprising the organizer with an unexpected attendee and helps prevent lost meeting requests.

There is Always Room for One More

If you are the meeting organizer and you want to invite another person after sending the original meeting request, add the person to the attendee list (the To line) of the original meeting series or occurrence, and then send an update to all attendees.

Convert an Appointment to a Meeting Request

To create a meeting from an appointment on your calendar, open the appointment, click Invite Attendees, and then select the people you want to invite. This converts the appointment to a meeting request.

Remove a Meeting

If you receive a meeting cancellation, click Remove from Calendar to remove the meeting from your calendar. Deleting the cancellation from your Inbox will not remove the meeting from your calendar.

Try Not to Change an Existing Attendee List

Suppose the attendee list in one of your meeting requests contains two instances of a person's name. If you delete one of the names, and then send a meeting update to the "Removed or Added Attendees," the person receives a cancellation. Similarly, if you send the meeting update to "All Attendees," the person receives both a cancellation and an update.

Be Careful with Distribution Lists (DLs)

Try to avoid sending meeting requests to distribution lists (DLs), particularly those of which you are a member. If you need to invite all the members of a distribution list, expand the list in the To line before sending the request. If you need to add or remove attendees from a meeting request that you already sent to an unexpanded distribution list, do not expand the list and start adding or deleting names. Instead, cancel the meeting and create a new one.

Do Not Auto-accept Requests

If you have granted one or more persons delegate access to your calendar or if you have delegate access to someone else's calendar, turn off automatic acceptance of meeting requests. By turning off automatic acceptance you avoid problems with delegate workflow.

Avoid Calendar Clutter

To make people aware of your schedule, or to let them know when you plan to be away from the office, don't send a meeting request or forward appointments that block out portions of your schedule on their calendars. Instead, share your calendar with them.

Do Not Want to Share Your Calendar

If you don't want to share your calendar, you may still use a meeting request to let people know when you will be away from the office. Before you send the meeting request, set Show time as to Free so that it doesn't block out the time that you are away as Busy or Out of Office on the other people's calendars.

So what if someone sends a meeting request or appointment that blocks out portions of your calendar? If you accept the item (item: An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents.), set Show time as in the item to Free.

Do Not Want to Receive Meeting Request Responses

If you don't want to receive meeting request responses, typically, it is best to know in advance who plans to attend a meeting that you schedule. By default, Outlook meeting requests ask for a response from each person you invite. You have the option not to receive responses to your meeting request, but then you won't know who accepts, accepts as tentative, or declines it. However, if you schedule a large meeting or an event and you don't want to receive a response from each person you invite, turn off the Request Responses option before you send the meeting request.

Get a Fresh Start

If a meeting series requires several changes — a new organizer, a different frequency or time slot, the addition or removal of attendees — just cancel the series and create a new one. Do not try to modify the original meeting request.

Schedule a Meeting

Schedule an In-person Meeting

- In Calendar, on the Actions menu, click Plan a Meeting
- Click Add Others, and then click Add from Address Book
- In the Type name or select from list box, enter the name of a person or resource you want at the meeting
- For each name entered, click Required Optional, or Resources. (The Required and Optional attendees appear in the To box on the Appointment tab, and Resources appear in the Location box. To get details on a conference room, click it in the Resources list, and then click Properties.) Click OK
- Click a time when all invitees are available. You can use AutoPick Next to find the next available free time for all invitees
- Click Make Meeting
- In the Subject box, type a description
- If you did not schedule a room, enter the location in the Location box
- If you want to make the meeting recurring, click Recurrence, and then select the recurrence pattern
- Select any other options you want
- Click Send.

Schedule an Online Meeting

To use Microsoft Windows NetMeeting for this procedure requires that you have NetMeeting version 2.1 or later.

- On the File menu, point to New, and then click Meeting Request
- Select the This is an online meeting using check box, and then in the list, click one of the following:

- Microsoft NetMeeting
- Windows Media Services
- Microsoft Exchange Conferencing
- In the To box, type the names of people you want to meet online with
 - For Microsoft Exchange Conferencing you must also select a conference resource (conference resource: A Microsoft Exchange mailbox that allocates a specific number of connections. The resource serves as a virtual room for your online meeting. You invite the resource to an online meeting just as you would reserve a room for a meeting.). To invite a conference resource, click To. In the Select Attendees and Resources dialog box, in the Show Names from the list, select All Conferencing Resources, and then select the resource in the list. Click Resources, and then click OK
- In the Subject box, type a description of the meeting
- Do one of the following:
 - For NetMeeting, enter the name of the directory server (directory server: Also called an Internet Locator Service (ILS) server. A computer that lists the names and e-mail addresses of people who are running NetMeeting and who are logged on to the server. This information is used to connect to their computers.) you are using in the Directory Server box
 - For a Windows Media Services broadcast, in the Event Address box, type the event address (event address: An address similar to a URL that provides network access to a Microsoft Windows Media Services event, such as a live broadcast. Attendees go to this address to view the event from their computers.)
 - For Microsoft Exchange Conferencing, you can allow external attendees, or create a private meeting by clearing the Allow additional attendees or users without trusted user certificates to join the conference check box. If you want to require a password for entry into the meeting, type the password in the Password box.
- Enter times in the Start time and End time boxes
- To set a reminder, select the Reminder check box, and then select a time in the list
- To have a NetMeeting or a Windows Media Services broadcast start automatically, select one of the following check boxes:
 - Automatically start NetMeeting with Reminder
 - Automatically start Windows Media with Reminder
- If you want to make the meeting recurring, click Recurrence, and then select the recurrence pattern
- Select any other options you want
- Click Send.

Tip

You may quickly start a NetMeeting with a contact. In Contacts, select a contact. On the Actions menu, click Call Using NetMeeting.

Notes

- To send agendas or meeting minutes, attach a file to your meeting request
- If attendees are located in another time zone, their busy (busy: Blocks of time that are marked busy appear with a solid availability indicator and are shown as unavailable when other people view your Calendar.) times are adjusted to display correctly in your time zone
- You may prevent the recipients from sending you responses. In the meeting request, on the Actions menu, click Request Responses to clear the check box next to it.

Turn a Message into a Meeting Request

In the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder), drag the message you want to convert to a meeting request to the Calendar button.

- Click Invite Attendees
- Enter a name or names in the To box
- Enter the location in the Location box

- In the Start time and End time lists, click the date and times
- Select any other options that you want
- Click Send.

Note: You may change any type of item into another type of item by dragging it to the folder button in the Navigation Pane.

Schedule an Appointment

- On the File menu, point to New, and then click Appointment
- In the Subject box, type a description
- In the Location box, enter the location
- Enter start and end times
- Select any other options you want
- To make the appointment recur, click Recurrence
- Click the frequency (Daily, Weekly, Monthly, Yearly) with which the appointment recurs, and then select options for the frequency
- Click OK
- Click Save and Close

Tip

In Calendar, you can also create an appointment by selecting a block of time, right-clicking, and then clicking New Appointment or New Recurring Appointment on the shortcut menu.

Mark All New Appointments Private by Default

When you add a new appointment to your Outlook calendar, it is not marked private by default. To have your appointments marked private by default, you can change the appointment form by selecting the Private check box.

- On the Tools menu, point to Form, and then click Design a Form
- Select Appointment, and then click Open
- At the bottom of the window, select the Private check box
- On the Standard toolbar, click Publish Form
- In the Display name text box, type a name that you can easily recognize as your new appointment form, and then click Publish
- Close the appointment design form, but do not save changes to the form
- On the Go menu, click Folder List
- In the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.), right-click the Calendar folder, and then click Properties
- In the When posting to this folder, use list, select the name of the form that you designed in step 5, and then click OK.

Note: You should not rely on the Private feature to prevent other people from accessing the details of an appointment, contact, or task. To ensure that other people cannot read the items you marked as private, do not grant them Read permission to your Calendar, Contacts, or Tasks folder. A person who is granted Read permission to access your folders could use programmatic methods or other e-mail applications to view details in a private item. Use the Private feature only when you share folders with people whom you trust.

A better way to keep individual appointments private is to create them on a separate additional calendar. Additional calendars cannot be shared.

Meeting requests that you send are not automatically marked as private.

Turn an Appointment into a Meeting

- Open the appointment
- Click Invite Attendees
- Enter a name or names in the To box
- If you did not schedule a room, enter the location in the Location box
- Select any additional options you want
- Click Send.

Create an All-day Event

An event is an activity that lasts 24 hours or longer.

- In Calendar, on the Actions menu, click New All Day Event
- In the Subject box, type a description
- In the Location box, enter the location
- Select any other options you want
- To indicate to people viewing your calendar that you are out of office (out of office: Blocks of time marked out of office appear with a solid availability indicator and a shaded appointment background, and they are shown as unavailable when other people view your Calendar) instead of free (free: Free time appears with a clear availability indicator and is seen as available when others view your Calendar. An appointment of zero duration, while visible in the selected block of time when viewing days, shows as free time to others.), in the Show time as list, click Out of Office
- If the event lasts longer than one day, change the values in the Start time and End time boxes
- To make the event recur, on the Actions menu, click Recurrence, select the options you want, and then click OK
- Click Save and Close.

Tip

In Day/Week/Month view, you may quickly create an event by double-clicking the date heading of the day of the event.

Change an Appointment, Event, or Meeting

Open the appointment, event, or meeting you want to change and do one of the following:

To change options for an item that is not part of a series

- On the Appointment tab, change the options, such as subject, location, and time, that you want to change, and then click Save and Close.

To change options for all items of a series

- Click Open the series, and then change any options, such as subject, location, and time, that you want to change on the Appointment tab
- To change recurrence options, click the Actions menu, click Recurrence, change the options, such as time, recurrence pattern, or range of recurrence, that you want to change, and then click OK
- Click Save and Close.

To change options for one item that is part of a series

- Click Open this occurrence
- On the Appointment tab, change the options, such as subject, location, and time, that you want to change, and then click Save and Close.

Tips

In Calendar, you can drag the appointment, event, or meeting to a different date. You can also edit the subject by clicking the description text and typing your changes.

You can change an event into an appointment, causing the time to be blocked out in your Calendar, by clearing the All day event check box and then entering start and end times. Events are defined as lasting from midnight to midnight; clearing this check box allows you to enter specific times.

Cancel a Meeting

The only person who can cancel a meeting is the meeting organizer. The meeting organizer is the person who sets up the meeting by choosing who to invite and sending the meeting request to those people. As an organizer, you can cancel a one-time meeting, a recurring (recurring: Items that occur repeatedly. For example, an appointment or task that occurs on a regular basis, such as a weekly status meeting or a monthly haircut, can be designated as recurring) meeting, or one or more instances of a recurring meeting.

Cancel a One-Time Meeting

- In Calendar, open the meeting
- On the Actions menu, click Cancel Meeting
- Click Send cancellation and delete meeting – If Cancel Meeting is not on the Actions menu, you are not the meeting organizer, and you cannot cancel the meeting.

Cancel a Recurring Meeting

In Calendar, open the meeting

In the Open Recurring Item dialog box, click Open the series, and then click OK

On the Standard toolbar, click Recurrence – If Recurrence is not on the Standard toolbar, you are not the meeting organizer, and you cannot cancel the meeting

Under Range of recurrence, click End by, select the date that you want the meeting to end, and then click OK.

Note: By changing the end date of the recurring meeting, the instances of the meeting that have already occurred stay on the attendees' calendars.

- On the Standard toolbar, click Send Update.

Cancel an Instance of a Recurring Meeting

- In Calendar, open the instance of the recurring meeting
- In the Open Recurring Item dialog box, click Open this occurrence, and then click OK
- On the Actions menu, click Cancel Meeting – If Cancel Meeting is not on the Actions menu, you are not the meeting organizer, and you cannot cancel the meeting
- In the Confirm Delete dialog box, click Delete this occurrence.

Notes

If you are a meeting attendee — that is, if the organizer invited you to the meeting — you can only decline the meeting or, if allowed by the organizer, propose a different meeting time.

Whether you cancel or delete a meeting, make sure that you click Send cancellation and delete meeting, and then send the cancellation to everyone you invited. It is poor meeting etiquette — not to mention inconsiderate — to cancel a meeting without notifying the people you invited.

Save an Appointment in iCalendar or vCalendar

- In Calendar, create or open the appointment you want to save
- On the File menu, click Save As
- Do one of the following:
 - Save in iCalendar format
 - In the Save as type box, click iCalendar Format (*.ics)
 - Save in vCalendar format
 - In the Save as type box, click vCalendar Format (*.vcs).

Make an Appointment or Meeting Private

- Create or open the appointment or meeting that you want to make private
- Select the Private check box in the lower right corner

Note: You should not rely on the Private feature to prevent all access by other people to the details of an appointment, contact, or task. To make sure that other people cannot read the item you marked as private, do not grant them Read permission to your Calendar, Contacts, or Tasks folder. A person who is granted Read permission to access your folders could use programmatic methods or other e-mail applications to view details in a private item. Use the Private feature only when you share folders with people you trust.

A better way to keep individual appointments private is to create them on a separate additional Calendar. Additional calendars cannot be shared.

Create an Additional Calendar

In addition to the default Microsoft Outlook Calendar, you can create other Outlook calendars. For example, you can create a calendar for your personal appointments.

- On the Go menu, click Folder List (Folder List: Displays the folders available in your mailbox. To view subfolders, click the plus sign (+) next to the folder. If the Folder List is not visible, on the Go menu, click Folder List)
- In the Folder List, in the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.), right-click the Calendar folder, and then click New Folder
- In the Name box, type a name for the new calendar, such as Personal Calendar.

Note: You cannot share the additional calendars with other people. However, you can share your default Outlook Calendar.

Make an Appointment or Meeting Recurring

- Open the appointment or meeting that you want to make recurring
- On the Actions menu, click Recurrence
- Click the frequency (Daily, Weekly, Monthly, Yearly) with which you want the appointment to recur, and then select options for the frequency
- Do one of the following:
 - For an appointment
 - Click OK, and then click Save and Close
 - For a meeting
 - Click OK, and then click Send Update

Update a Meeting Request

Do one of the following:

Change a Meeting to a Recurring Series

- Open the meeting
- On the Actions menu, click Recurrence
- Enter start and end times
- Click the recurrence pattern (Daily, Weekly, Monthly, Yearly) for which you want the meeting to recur, and then select options for the recurrence pattern
- Click OK, and then click Send Update.

Change the Meeting Time

When viewing days, click the meeting's left move handle (move handle: The left border of an appointment, which you click to move the appointment. When viewing a single day in Calendar, click the

left move handle and drag to move the appointment; click the top or bottom border to resize the appointment.), or when viewing weeks or months, click on the meeting, and then drag it to a new time or to a new day in Date Navigator (Date Navigator: The small calendar that displays the current month in Calendar. It provides a quick and easy way to move appointments and to view other dates.).

Add or Remove Attendees and Resources

- Open the meeting
- On the Actions menu, click Add or Remove Attendees
- To add an attendee or resource, click Add Others, click Add from Address Book, enter the name you want to add in the Type name or select from list box, and then click Required, Optional, or Resources
- To remove an attendee or resource, click the name you want to remove, and then press DELETE on your keyboard
- Click OK, and then click Send Update.

Change Meeting Attendee Status

- Open the meeting
- Click the Tracking tab
- For the attendee whose status you want to change, click the entry under Response, and then click the new status in the list

Note: You can use this procedure to manually change status information for an attendee who has not responded to your meeting request. For example, if an attendee calls you to decline your meeting invitation, you can change the attendee's Response status to Declined. If the person is a Required Attendee, and you decide to hold the meeting anyway, you can change the Attendance status to Optional Attendee.

Turn a Meeting into an Online Meeting

- Open the meeting request
- Select the This is an online meeting using check box
- Select the online meeting program
 - Microsoft NetMeeting
 - Windows Media Services
 - Microsoft Exchange Conferencing
- Select the options that you want
To set a reminder and have Microsoft NetMeeting or Windows Media Services start automatically, select the Reminder check box, and then select the Automatically start program with Reminder check box.
- Click Send Update

Respond to a Meeting Request or Notification

- Open the meeting request or notification
- To view your calendar, click Calendar

Note: A new meeting request will appear as a tentative on your calendar.

- Do one of the following:
 - Accept, tentatively accept, or decline
 - Click Accept, Tentative, or Decline
 - Do one of the following:
 - Send your response with no comments
 - Select Send the response now, and then click OK
 - Include comments with your response
 - Select Edit the response before sending
 - Type your comments, and then click Send
 - Don't send a response
 - Select Don't send a response, and then click OK

Note: The meeting is added to your calendar, but the organizer will not know the choice you made. You also will not receive any updates to the meeting request.

Propose a New Time

- Click Propose New Time
- Click a time when all invitees are available. You can use AutoPick Next to find the next available free time for all invitees
- Click Propose Time
- Click Send.

Whenever you make a counter proposal, it is sent with a default message saying that you want to propose a new time, but that you have tentatively accepted the meeting. You can change this default message to say that you want to propose a new time, and that you are declining the meeting by doing the following:

- On the Tools menu, click Options, and then click Calendar Options
- In the Use this response when you propose new meeting times list, click the setting you want

Note: You can also change this setting for individual meetings. In the open meeting request, on the Action menu, click either Decline and Propose a New Time or Tentative and Propose a New Time.

Note: To change your acceptance later, open the item in Calendar, and select Accept, Tentative, Decline, or Propose New Time. For a request that you declined, check your Deleted Items folder, or ask the organizer to send you a new request.

Automatically Process Meeting Requests

- On the Tools menu, click Options, and then click Calendar Options
- Under Advanced options, click Resource Scheduling
- Select the Automatically accept meeting requests and process cancellations check box
- You may then select the following options:
 - Automatically decline conflicting meeting requests
 - Automatically decline recurring meeting requests

Create a Recurring Calendar Reminder

There's a quick way to schedule a recurring reminder in Outlook that doesn't block any time on your calendar. You can use the appointment scheduling feature in Outlook to create a zero-minute meeting that will serve as a reminder.

Create recurring reminders:

- In Outlook, click Calendar
- On the Actions menu, click New Recurring Appointment
- In the Appointment Recurrence dialog box, under Appointment time, click a start time in the Start list, and then click the same time in the End list. Make sure that 0 minutes appears in the Duration list. Otherwise, Outlook blocks out time on your calendar
- Under Recurrence pattern, click an interval, such as Daily or Weekly, and then select the options that you want
- Under Range of recurrence, click a start date in the Start list, and then select a stop option
- Click OK
- In the Subject box of the Untitled - Appointment window, type a name for the reminder, and then click Save and Close

Turn On or Off Reminders and Reminder Sounds

- On the Tools menu, click Options
- Click the Other tab, and then click Advanced Options

- Click Reminder Options
- Select or clear the Display the reminder check box

If you display reminders, select or clear the Play reminder sound check box, and then, if you want, enter the path of a sound file

Set or Remove a Reminder

Do one of the following:

- For all new appointments or meetings you will create
 - On the Tools menu, click Options
 - To have a reminder automatically turned on or off for new appointments or meetings, select or clear the Default reminder check box
 - If you selected the check box, enter the amount of time before the appointment or meeting that you want the reminder to appear
- For existing appointments or meetings
 - Open the appointment, meeting, or series if the appointment or meeting is recurring
 - To have a reminder turned on or off, select or clear the Reminder check box
 - If you selected the check box, enter the amount of time before the appointment or meeting that you want the reminder to appear
 - To customize the reminder sound for this appointment or meeting only, click the bell symbol, and then select the sound you want played

create Reminders As Far In Advance As You Want

In Outlook, you can specify reminders for appointments and meetings. The list of selections includes time intervals up to two weeks. However, sometimes you might want a reminder further in advance of an appointment. You can specify nearly any time in advance that you want. Although the list only shows choices up to two weeks, it is possible to type in a greater interval.

You can specify a reminder to alert you of any upcoming item between now and Tuesday, August 31, 4500— that's a maximum advance reminder of more than 150,000 weeks or 1,000,000 days. That should suffice for most people.

Open the item, select the Reminder check box, and then, in the Reminder box, type the number of days or weeks that you want followed by the unit of measure— days or weeks. For example type, 3 weeks or 30 days.

Note: If you do not type a unit of measure, Outlook defaults to days.

Automatically Process Requests and Responses

- On the Tools menu, click Options
- Click E-mail Options, and then click Tracking Options
- Set processing options. Do one or more of the following:
 - Automatically record responses in the original item
 - Select the Process requests and responses on arrival check box
 - Delete notifications of delivered and read messages
 - Select the Process receipts on arrival check box
 - Move receipts out of your Inbox after processing
 - Select the After Processing move receipts to check box.
To select a folder other than Deleted Items, click Browse.
- Delete blank responses
 - Select the Delete blank voting and meeting responses after processing check box

Note: To review responses in your Inbox before they are recorded, clear the Process requests and responses on arrival check box.

Allow a Delegate to See Private Appointments

This feature requires you to be using a Microsoft Exchange Server e-mail account.

If you have given another person delegate (delegate: Someone granted permission to open another person's folders, create items, and respond to requests for that person. The person granting delegate permission determines the folders the delegate can access and the changes the delegate can make) access to any of your folders, you can hide personal information. Open each personal item, and then select the Private check box. To override this setting, do the following:

- On the Tools menu, click Options, and then click the Delegates tab
- In the list, click the delegate that you want to allow to see private (private: Other people cannot see an item marked private, even if they have permission to access your folders.) appointments
- Click Permissions
- Select the Delegate can see my private items check box

Note: You should not rely on the Private feature to prevent all access by other people to the details of an appointment, contact, or task. To make sure that other people cannot read the item that you marked as private, do not grant them Read permission to your Calendar, Contacts, or Tasks folder. A person who is granted Read permission to access your folders could use programmatic methods or other e-mail applications to view details in a private item. Use the Private feature only when you share folders with people you trust.

Prevent Meeting Request Replies

You may send a meeting request and not track the attendees' responses. Not tracking the responses can be useful when you send a meeting request to a large number of attendees and tracking attendance is not necessary.

- On the File menu, point to New, and then click Meeting Request
- On the Actions menu, click Request Responses
This turns off the Request Responses option. To turn back on requesting responses, on the Actions menu, click Request Responses
- Create your meeting request, selecting any other options you want
- Click Send

Note: If you turn off the Request Responses option, you will not be able to track whether attendees have accepted, tentatively accepted, or declined. The Tracking tab for the meeting will display None for the response for all of the attendees.

Cancel Meeting If You Are an Attendee

Has this ever happened to you? Your boss has set up a recurring meeting, such as a weekly staff meeting, and one day she calls in sick and asks you to cancel the meeting. Because you are not the meeting organizer, the Cancel Meeting command won't appear on your Actions menu in Outlook.

What's the easiest way for you to notify all the other attendees that there won't be a meeting? Here's how you can cancel a meeting when you are an attendee and not the organizer.

- In Calendar, open the meeting by selecting Open this occurrence
- On the Actions menu, click Reply to All with Message
- In the message box, type the information about the meeting cancellation

You may want to suggest in your message that people remove the meeting from their calendars by clicking Delete on the File menu

- Click Send
- To remove the meeting from your calendar, click Delete on the File menu

That's it. You've notified all the meeting attendees that the meeting is canceled, and you've removed the meeting from your calendar.

Change an Event into an Appointment

Outlook Events are defined as being "all day" (lasting from midnight to midnight) and don't block out that time on your calendar. If you want to be more specific about the amount of time the event takes up and have that time blocked out on your calendar, you can easily change the event into an appointment.

- In the Calendar, double-click the event you created
- Clear the All day event check box
- Select the start and end times
- Click Save and Close.

You will see the event blocked out on the calendar with the times you selected.

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To learn more about HEMI and the benefits it provides to NASA Headquarters staff; visit the HEMI Project Web site at <http://www.hq.nasa.gov/hemi>. The HEMI website (<http://www.hq.nasa.gov/hemi>) also contains detailed information and links to sign up for Computer Training Center sessions

Computer Training Center

Email: ctc@hq.nasa.gov

Website: www.hq.nasa.gov/office/codec/codeci/ITservices/ctc/ctc.htm

If you are interested in taking a class, contact the Computer Training Center at 202-358-1111.

Contact the IT Help Desk at 202-358-HELP (4357), 1-866-4NASAHQ (202-462-7247), <mailto:service@hq.nasa.gov> or <http://www.odin.lmit.com/hq/helpdesk.html> for further information